



## COURT RESEARCHER (DATA ANALYSIS)

### CIRCUIT COURT FOR ANNE ARUNDEL COUNTY

The Circuit Court for Anne Arundel County seeks a court researcher. The researcher will work with the Office of the Court Administrator, judicial officers, and other courthouse personnel to produce reports that accurately measure the effectiveness of court programs and practices. The position will also assist the court in creating and implementing new programs and technology.

**DUTIES MAY INCLUDE:** Analyzing and compiling data and producing reports, including the annual caseload assessment and grant reports. Developing quality control procedures related to data entry, collection/extraction, and analysis. Assisting with the analysis of reporting needs and data quality analyses in Maryland Electronic Courts (MDEC).

Utilizing and creating databases and worksheets. Involvement in analyzing court-wide programs, functions and organizations to determine whether programs efficiently accomplish objectives. Evaluation of cases, caseload, and Differentiated Case Management (DCM). Monitoring legislation, Maryland Rules, etc. and analyzing the impact on the Court. Other duties as assigned.

**SKILLS/ABILITIES:** Demonstrated ability to perform statistical analysis of data, including use of related software (e.g., Excel, Access, SPSS, etc.). Experience interpreting, processing, and modeling data. Strong analytical and problem-solving skills.

Excellent written and verbal communication skills, including the ability to produce grant reports and data reports. Ability to manage several projects simultaneously and prioritize assignments across multiple initiatives. Ability to organize and facilitate discussions with diverse groups. Excellent organizational skills.

Knowledge of court processes is required. Experience in a court or other law related setting is strongly preferred. Bachelor's degree is required, however, a combination of education and directly applicable experience may be substituted.

**SALARY:** The position is funded through a grant from the Maryland Judiciary and includes health insurance and retirements benefits, paid holidays, and vacation/sick leave.

**APPLICATION PROCEDURE:** Please email a cover letter, a resume, and three professional references as a **SINGLE PDF FILE** to [CourtResearcher2021@circuitcourt.org](mailto:CourtResearcher2021@circuitcourt.org) by March 26, 2021, at 4:30 p.m.